

MEETING NOTES

August 21, 2014

In Attendance:

Debbie Davis, CU
Keith Dudenhoeffer, DIFP
Libbie Farrell, OA
Stacey Jacobs, STC
James Nelp, DOR
Leanne Lorts, PR
Carol Newgaard, SAO
Peggy DeMeurers, MCHCP
Lisa Verslues, MOSERS
Guy Krause, OA

Brandy Jungmeyer, MGC
Michelle Loethen, DOLIR
Gwen Petet, DHSS
Michelle Jacobsen, DHSS
Jessica Opie, OA
Tom Fast, OA
Stacey Rackers, DOF
Anna Wainscott, DSS
Dwight Politte, DOC
Lisa Schuster, DIFP

Welcome – Keith Dudenhoeffer, DIFP

Department of Social Services – Jim Impey, Legal Counsel

Administrative Hearing Commission Process Review – Jim Impey, Legal Counsel –DSS

Mr. Impey gave a condensed overview of the process from a Human Resource Managers perspective in mind. “Documentation, Documentation, Documentation!” He stressed that HR managers must be concise and specific with the content that they put in their dismissal letters. They have to be able to back up the dismissal document with witnesses, facts and strong supporting documents. The letter should set forth the specific reason WHY the employee was terminated. The attorney is there to organize the case, but the documentation and witnesses that the HR managers provide should/will support the dismissal claim. Give minimum of 3-5 days response time to dismissal.

He stated that the lawyers putting the case together will ask the HR manager two basic questions; *What do you have?* & *What have you been doing?* HR managers have to be able to provide the witnesses and documentation to support the discharge.

He commented that the dismissed employee will usually have two things that they try to prove:

1. *I was blindsided! They just fired me out of the blue, I had no warning.*
2. *My supervisor was out to get me!*

HR managers should try to provide information disproving these two common complaints.

NOTE: Our jobs with any corrective action is NOT to fire people....it's to change bad behavior into good behavior. Good documentation throughout the entire process will determine if what we really did was profession, accurate, appropriate and fair.

OA Personnel – Guy Krause

The budget, for some departments, may require layoffs and Mr. Krause cautioned us against doing transfers and permanent involuntary transfer in lieu of layoffs.

Eligible employees will use Administrative Leave when taking off due to Workers' Compensation doctor's appointment.

Next Meeting

NOTE: Date changed due to the state SHRMC conference on our regular meeting date.

September 22, 1014

Room 500 HSTOB

8:30 a.m. to 10:30 a.m.



632
1

(C) Emergency Appointments. When an emergency makes it necessary to fill a position immediately in order to prevent stoppage of public business or loss, hazard, or serious inconvenience to the public, and it is impracticable to fill the position under any other provisions of the law, an appointing authority or a properly authorized subordinate employee may appoint any qualified person to that position without prior approval of the director. Any such person shall be employed only during that emergency and any emergency appointment shall expire automatically ninety (90) calendar days from the date of appointment. The appointing authority shall report each emergency appointment to the director as soon as possible after the date of emergency appointment and the report shall contain the name of the person appointed, the date of appointment, and the reasons which made the appointment necessary. No individual may be given more than one (1) emergency appointment in any twelve (12)-month period in the same division of service (see section 36.270, RSMo); and

(D) Temporary Appointments. When a position in divisions of the service subject to the law is limited in duration, certification may be limited to the highest ranking eligible(s) who will accept employment under those conditions. No temporary appointment shall be made for more than a total of six (6) months, either continuously or intermittently, in any twelve (12)-month period. Successive temporary appointments to the same position shall not exceed a total of six (6) months in any twelve (12)-month period. A temporary appointment shall be made only after a statement describing the nature of the position and its estimated duration is submitted by the appointing authority and approved by the director. If a temporary position is limited to less than ninety (90) calendar days' duration, the appointing authority may fill the position by temporary appointment in the same manner as provided in these rules for emergency appointments. These appointments will be designated as limited temporary appointments. No individual may be given more than one (1) limited temporary appointment in any twelve (12)-month period in the same division of service, nor shall this appointment be made in succession with an emergency appointment in the same division of service in any twelve (12)-month period (see section 36.240, RSMo).

(5) Transfers. An appointing authority at any time may assign an employee from one (1) position to another position in the same class in the same division except that transfers of employees made because of a layoff or short-

age of work or funds which might require a layoff shall be governed by 1 CSR 20-3.070 and the layoff procedures adopted. Upon making this assignment, the appointing authority immediately shall give written notice of the action to the director. A transfer of an employee from a position in one (1) division in the classified service to a position in the same class in another division in the classified service may be made with the approval of the director and of the appointing authorities of both divisions.

(A) No employee shall be transferred from a position in one (1) class to a position in another class with a higher rank or for which there are substantially dissimilar requirements for appointment unless appointed to a latter position in accordance with the provisions of the law and these rules.

(B) Any change of an employee from a position in one (1) class to a position in a class of lower rank shall be considered a demotion and shall be made only in accordance with the procedure provided in 1 CSR 20-3.070(4). An employee demoted shall have the right of appeal to the Administrative Hearing Commission. Transfers from one (1) class to another class of comparable rank shall be subject to review and approval of the director.

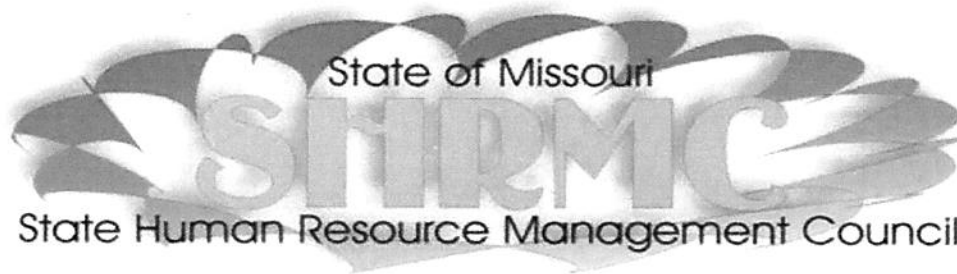
(C) An employee who has successfully served at least one (1) year in a position covered by the uniform classification and pay system as described in section 36.031, RSMo, but not by the Merit System service as described in section 36.030.1, RSMo, may be transferred to a position in the Merit System service in the same class with the approval of the director and of the appointing authorities of both divisions, provided the employee possesses the qualifications and has successfully completed a noncompetitive examination for the position involved.

(D) Change of Station. When a certification is made on an area basis, a change of station shall not be made during the probationary period, except with the approval of the director.

(E) In the case of a permanent, involuntary transfer from one (1) geographical area to another, the appointing authority shall give written notice of the action to the director and to the employee thirty (30) days prior to the effective date of the action. This notice will indicate the reason for the transfer. If the employee requests a personal explanation, the appropriate supervisor or manager, as determined by the appointing authority, will grant the affected employee a personal interview, will explain the reasons for the transfer, and will provide the employee with an opportunity to ask questions. Geographical areas will

be those prescribed by the director in accordance with 1 CSR 20-3.070(1)(E) Area Layoff. The affected employee may make a written request to the director asking for review of the action on the basis that the action, in the employee's opinion, was for arbitrary, capricious, or punitive reasons and not for the good of the service. The director shall conduct an appropriate investigation and shall approve or disapprove the transfer taking into consideration information received from both the employee and the appointing authority. Both the employee and the appointing authority will be notified of the director's action.

(6) Reemployment. Any person who has obtained regular status in a classified position within the Merit System service as defined in section 36.030.1, RSMo, and who has resigned from state service in good standing may be reemployed without competitive certification in the same or comparable class at the discretion of any appointing authority who wishes to reemploy this person. Any person who has successfully served at least one (1) year in a covered position in the uniform classification and pay service as defined by section 36.031, RSMo, and who has resigned from state service in good standing or who has accepted demotion or transfer for personal reasons may be reemployed in a Merit Service agency without competitive certification in the same or comparable class at the discretion of the appointing authority provided the employee possesses the qualifications and has successfully completed an examination for the class involved. For purposes of this rule, a lower class for which a person qualifies in the same general occupation or job family may be approved by the director as a comparable class for purposes of reemployment. A regular employee who has been separated in good standing from a position by class transfer, promotion, long-term disability, retirement, or layoff shall be considered as having resigned in good standing for the purpose of reemployment. Prior to reemployment, the appointing authority shall notify the personnel director of his/her intention to do so and provide information as may be required by the director to establish eligibility for reemployment. The director also shall determine comparability of classes and appropriate qualifications of the former employee if reemployment is proposed in a class other than the one in which s/he obtained regular status. Reemployment may be made either to a temporary or a permanent position. Reemployment to a permanent position shall be subject to a probationary period as is provided for in 1 CSR 20-3.040(2). No one shall be reemployed under this section



**August 21, 2014
8:30 a.m. – 10:30 a.m.**

**Truman Building
Room 500**

AGENDA

WelcomeKeith Dudenhoeffer and Debbie Davis

Featured Speaker..... **Jim Impey**
Legal Counsel to the Human Resource Center
Department of Social Services

Accounting UpdateLibbie Farrell

Personnel UpdateGuy Krause

Open DiscussionAll

Next Meeting

**Thursday, September 11, 2014
Truman Building
Room 500**

www.shrmc.mo.gov

SHRMC MEETING SIGN-IN SHEET

20

Meeting Date:	8/21/14
Place/Room:	HST, Room 500

Name	Title	Dept./Division	Phone	E-Mail
Lisa Versluis	HR Coordinator	MOSEKS	632-6195	lisa.v@mosers.org
Leanne Lorts	HR Director	DIFF-PR	526-3557	leanne.lorts@pr.mo.gov
Amanda Sanscott	PO	DSS		
Stacey Rockels	Personnel Officer	DOF	1-8588	stacey.rockels@dox.mo.gov
Althea Leetha	PA I	DOCTR	1-3589	
James Neff	HRD	DOK	1-2815	
Stacey Jacobs	HRD Executive I	STC	1-1716	Stacey.jacobs@stc.mo.gov
Tommy		DA - HR		
Michelle Jacobsen	HRM	DIHSS	526-7872	
Buen Patel	HRM Personnel	DHSS	751-6479	
Peggy deMeyers	HR Coordinator	Meiter		
Carol Alvingard	Facial Oper	SAB		
Jessica Dixie	Asst. Director	OA/Agency		
Hubbie Farrell	Central Payroll Mgr	PA/Hr		

SHRMC MEETING SIGN-IN SHEET

Meeting Date: 8/21/14

Place/Room: HST, Room 500

[illegible]